

TRAVEL EXPENSE CLAIM

See Instructions and *Privacy

Statement below

STD.262 (REV. 6-93c)

Page of Pages

CLAIMANT'S NAME Lynn L. Jacobs				SOCIAL SECURITY NUMBER				DEPARTMENT HCD				
POSITION Director			Bargaining Unit # E 99		DIVISION OR BUREAU Executive Office				INDEX 5103		PCA 50001	
RESIDENCE ADDRESS					HEADQUARTERS ADDRESS 1800 Third Street, Suite 450				TELEPHONE NUMBER 916 445-4775			
CITY Sacramento			STATE CA		ZIP CODE			CITY Sacramento			STATE CA	
											ZIP CODE 95811	

(1) MONTH /YEAR		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION				(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY	
(2)				BREAK- FAST	LUNCH	O.T., L/T, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D) PRIVATE CAR USE			
DATE	TIME										MILES			AMOUNT
Jun-09														
6/1	1400	Sacramento to Visalia	92.40						PC		215	118.25	210.65	
6/2		Visalia to Fresno	94.08	6.00	8.00	18.00	6.00		PC		42	23.10	155.18	
6/3		Fresno to Sacramento							PC		175	96.25	96.25	
	1900	End of Trip										-	-	
6/4		Sacramento							PC	6.00	4	2.20	8.20	
6/5		Sacramento							PC	3.00	4	2.20	5.20	
6/8		Sacramento							PC	4.50	4	2.20	6.70	
	1300	Drove to Sacramento A/P							PC		12	6.60	6.60	
		Sacramento to Burbank	N/A									-		
6/9		Ventura	N/A					13.92	RC			-	13.92	
6/10		Santa Barbara to Sacramento							PC	18.00		-	18.00	
	0900	End of Trip										-	-	
												-	-	
												-	-	
												-	-	
(10)	SUBTOTALS		186.48	6.00	8.00	18.00	6.00	13.92	-	31.50	456.00	250.80	-	520.70

COLUMN CODE (ACCTG. USE ONLY)

CLAIM TOTAL

\$ 520.70

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

6/1 -Director Jacobs drove with staff from Sacramento HQ to Visalia to prepare for Workshop and Funding Fair Event on 6/2 at the Visalia Convention Center. 6/2 - After the event she drove to Fresno. 6/3 - Speaking Engagement at the Housing Trust Fund Workshop. Drove from Fresno to Sacramento HQ. 6/4 - Sacramento Meetings/ met with the Speaker's Office. 6/5- Sacramento Meetings/ met with Tia Patterson. 6/8 -Sacramento Meetings/ met w/ Commissioner DuFauchard.--Drove to Sacramento A/P for Sacramento to Burbank Flight for Speaking Engagement at the USC Minority Program in Real Estate. 6/9 -Ventura Meetings w/ USCB Economic Forecast Board of Directors. 6/10 - Early AM Flight from Santa Barbara to Sacramento. Drove from Sacramento A/P to HCD HQ.

(12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

0.55

**AGENCY ACCOUNTING OFFICE
USE ONLY**

PAID BY REV. FUND CHECK No.

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE

DATE

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

DATE

Lynn L. Jacobs

08/03/09

Judy Nevis

08/03/09

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)

DATE

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POSITION Director			Bargaining Unit # E 99			DIVISION OR BUREAU Executive Office		
RESIDENCE ADDRESS			HEADQUARTERS ADDRESS 1800 Third Street, Suite 450			TELEPHONE NUMBER 916 445-4775		
CITY Sacramento			STATE CA			ZIP CODE 95811		

(1) MONTH /YEAR		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION					(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
(2) Jun-09				BREAK- FAST	LUNCH	O.T., LT, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D) PRIVATE CAR USE			
DATE	TIME										MILES	AMOUNT		
6/10		Sacramento						PC	26.75	8	4.40		31.15	
6/12	0700	Drove to Sacramento A/P						PC		12	6.60		6.60	
		Sacramento to Burbank									-		-	
6/14		Burbank to Sacramento						PC	27.00		-		27.00	
		End of Trip									-		-	
6/15		Sacramento						PC	4.50	4	2.20		6.70	
6/16		Sacramento						PC	7.50	4	2.20		9.70	
	1300	Sacramento to San Francisco	177.27			18.00					-		195.27	
6/17		San Francisco	165.55				6.00				-		177.55	
6/18		San Francisco	165.55	6.00	10.00	18.00	6.00	T	35.00		-		240.55	
6/19		Hotel to Oakland A/P						T	50.00		-		50.00	
	Con't	Oakland to Burbank									-		-	
											-		-	
											-		-	
											-		-	
(10) SUBTOTALS			508.37	6.00	10.00	36.00	12.00	-	-	150.75	28.00	15.40	-	738.52
COLUMN CODE (ACCTG USE ONLY)														

COLUMN CODE (ACCTG. USE ONLY)

CLAIM TOTAL

\$ 738.52

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

6/10 - Meetings at the Capitol with the Metro Chamber of Commerce - BTH Meetings w/ Secretary Bonner and attended the Directors/Commissioners Meeting. 6/12 - Flight from Sacramento to Burbank for Speaking Engagement in Playa Vista. 6/14 - Flight from Burbank to Sacramento. 6/15 - Sacramento meetings. 6/16 - Speaking Engagement - Smart Mobility Framework Stakeholder Workshop at Sacramento Convention Center. Traveled w/ colleague to San Francisco for meeting at the PCBC Conference. 6/17 - Meetings and Workshops at PCBC. 6/18 - Breakfast Meeting w/ Metropolitan Water District at W Cafe and PCBC Meetings. 6/19- Taxi from Hotel to A/P - Flight from Oakland to Burbank.

(12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

0.55

AGENCY ACCOUNTING OFFICE

USE ONLY

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CITY Sacramento			STATE CA		ZIP CODE 95833		CITY Sacramento			STATE CA	
										ZIP CODE 95811	

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(2)				BREAK-FAST	LUNCH	O.T., L/T, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D) PRIVATE CAR USE			
DATE	TIME										MILES	AMOUNT		
Jun-09														
6/22		Los Angeles					17.29	RC			-		17.29	
		Burbank to Sacramento						T	32.00		-		32.00	
	1800	End of Trip									-		-	
6/23		Sacramento						PC	13.50	8	4.40		17.90	
6/24	1700	Drove to Sacramento A/P						PC		12	6.60		6.60	
		Sacramento to San Francisco	165.42										165.42	
6/25		Oakland to Burbank									-		-	
6/26		Ventura Meetings									-		-	
6/29		Los Angeles					24.58	RC			-		24.58	
		Burbank to Sacramento						PC	36.00		-		36.00	
	1800	End of Trip									-		-	
											-		-	
											-		-	
											-		-	
											-		-	
(10)	SUBTOTALS		165.42	-	-	-	-	41.87	-	81.50	20.00	11.00	-	299.79
COLUMN CODE (ACCTG. USE ONLY)														

COLUMN CODE (ACCTG. USE ONLY)

CLAIM TOTAL

\$ 299.79

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

6/22- Director Jacobs met with Hasan Ikhata (SCAG). Flight from Burbank to Sacramento. Taxi to Sacramento HQ. 6/23 - Sacramento meetings with Mark Baldassare (PPIC) and Cynthia Bryant (Governor's Office). 6/24 - Sacramento Appointments... Flight from Sacramento to San Francisco. 6/25 - Meeting with Lisbeth van der Pol... Speaking Engagement at the Netherlands/ U.S. Sustainable Event. Flight from Oakland to Burbank. 6/26- Ventura Meetings w/ L. Flack. 6/29 - Speaking Engagement at the LAUL Planning Workshop. Flight from Burbank to Sacramento. Drove to Sacramento HQ.

(12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

0.55

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